

Individual Student Alternative Education Plan (ISAEP) Program Guidelines for Career and Technical (CTE) Skills Component

School divisions may select one or more of the following three approved options for the CTE skills component as part of the application to receive funds to support an ISAEP program. Each option is flexible in design and should be individualized to meet the needs of students and the school/school division. Each of these options is described in measurable terms and the results should be monitored regularly for continuous improvement. Student performance in each option will be reported annually to the Office of Adult Education and Literacy, Virginia Department of Education. **Select one or more options to be used in your program. Options may not be altered.**

ISAEP programs should ensure that students are engaged in a career choice process. At a minimum, each student must be assessed before selecting one of the options for the CTE skills component. Programs should use career and technical instruments that measure interests, aptitude, and abilities. ISAEP teachers and/or counselors should also use Virginia Career Resource Network, www.vacrn.net, to assist students and parents in making career choices.

OPTION I

This CTE skills component shall include:

- ability to demonstrate competency in skills included in *Virginia's Workplace Readiness Skills* (measurement – local decision);
- successful completion of coursework based on elements included in *Virginia's All Aspects of Industry* (measurement – local decision);
- successful completion of *Workplace Essential Skills* coursework; and
- forty hours of successfully sustained real-world work experience(s)¹ based on the student's assessment results and career counseling activities (ISAEP staff, in consultation with employer, shall be the primary evaluator of student performance).

¹ Successfully sustained real work experience(s) may include simulated job activities, interviewing for prospective job opportunities, job shadowing, and internships.

OPTION II

This CTE skills component shall include:

- ability to demonstrate competency in skills included in *Virginia's Workplace Readiness Skills* (measurement – local decision);
- successful completion of coursework based on elements included in *Virginia's All Aspects of Industry* (measurement – local decision); and
- minimum of 120 hours of real-world work experience² (measurement – local decision) that is consistent with assessment results (Employer, in consultation with the ISAEP staff, shall be the primary evaluator of student performance.).

OPTION III

This CTE skills component shall include:

- ability to demonstrate competency of skills included in *Virginia's Workplace Readiness Skills* (measurement – local decision);
- successful completion of coursework based on elements included in *Virginia's All Aspects of Industry* (measurement – local decision); and
- successfully sustained participation in and/or completion of a career and technical education program (specified level of completion and competency – local decision) that is consistent with the assessment results³; or
- acceptance in approved advanced technical training; or
- acceptance in approved higher education program; or
- acceptance in a branch of the U.S. armed forces.

² Real world experience means any one or combination of paid or unpaid employment experience(s) that is (are) connected to assessment results.

³ This may include formal career and technical education programs that result in “career and technical completers” or short-term training programs that help students learn specific technical skills necessary for employment.

